

Partnership for a Healthier America
Development and Communications Internship
Fall 2018

The Partnership for a Healthier America (PHA) is devoted to ensuring that all children -- especially those disproportionately affected -- will live healthier lives, growing up to be adults free from obesity, diabetes, heart disease and other chronic conditions. Founded in 2010 in conjunction with -- but independent from -- Former First Lady Michelle Obama's *Let's Move!* Initiative, PHA is a nonpartisan, nonprofit that is led by some of the nation's most respected health and childhood obesity advocates.

Internship Description: The intern's primary responsibility will be to assist the Development and Communications teams with responsibilities around the 2018 Fit to Celebrate Gala and the 2019 PHA Summit as well as contributing towards other work that helps to raise funds and awareness for the organization.

Development Team Roles and Responsibilities:

- Collaborate with PHA Development team to build prospect lists consisting of corporate, individual, and foundation funders, do research on prospects, and initiate outreach to the people to set-up meetings and conversations.
- Manage the 2018 Fit to Celebrate Gala silent auction by soliciting companies and businesses for donations, writing auction descriptions, managing the auction software, and generating acknowledgements.
- Assist with the 2018 Fit to Celebrate Gala by working on sponsor-related materials and collecting information from supporters.
- Assist with vendor management for the 2018 Fit to Celebrate Gala.
- Assist in prospect research and event prep for 2019 PHA Summit.
- Assist with setting up registration for the 2019 PHA Summit and help to manage discount codes.
- Help the team to maintain accurate and timely information in Salesforce.
- Provide general administrative support to the entire Development team.
- Participate in brainstorming sessions and meetings to help optimize the work of the Development team.

Communications Team Roles and Responsibilities:

- Follow and track news coverage related to PHA and its partners, distribute daily news clips to staff
- Assist with creating and proofing content for distribution, including, but not limited to press releases, partner communications, email and social content
- Support outreach to grassroots organizations and influencers for annual Summit

- Inventory all marketing and communications collateral, ensure all materials are consistent and up to date
- Provide general administrative support to the Communications team
- Support ongoing projects with partnership team

Minimum Qualifications:

- In progress or completed bachelor's degree in business, communications, public health, or a related field.
- Excellent verbal, interpersonal and written communication skills in English; ability to write and present data and information in a compelling way to different audiences.
- General knowledge of childhood obesity and its contributing factors.
- Understanding and interest in improving the health and well-being of people across the country.
- Ability to work effectively in a fast-paced environment.
- Strong time management and organizational skills; demonstrated ability to work well independently and in teams.
- Track record of being able to produce work in a timely manner and with flexibility when necessary to adapt to changing work conditions.
- Ability to read carefully, follow directions and attend to detail.
- Proficiency in MS Word, Excel and PowerPoint.
- Savvy Internet research skills as well as a willingness to use print materials and telephone skills for extended research.
- Ability to work a minimum of 24 hours per week (days and times are flexible) and be able to work 9-12 weeks.

If interested, please email a cover letter, resume, and writing sample (no more than 2 pages) to jobs@ahhealthieramerica.org. Include "Development/Communications Intern Fall 2018" in the subject line.